

Routing of Emergency and Incident Reports

First determine which groups need to be e-mailed a copy of the report. Reference Tab 2 and this sheet.

A copy of EACH report should be sent to Troy Arnold (troy.arnold@state.co.us) w/ Attorney General's office; Tara Donn (donn.tara@epa.gov) w/ EPA & the DHSOEM, Office of Emergency Mgmt.

**All reports that did not come from the National Response Center should be sent to them at RRC.R8@EPA.gov. This also counts as getting them to the EPA. (NRC is not part of the EPA. They are part of the U.S. Coast Guard, but they work very closely with EPA due to the assistance EPA can provide for a waterway incident.)*

1. Colorado Information Analysis Center

Notify them if there is any suspicion of terrorist activities, damage to a large or critical structure, or potential all-hazards threat. Phone: 720-852-6705, e-mail: ciac@ciac.co.gov.

2. Public health, environmental nuisance or issue, or complaint from the public?

The County Health Contact list (Tab 12 in your book) includes numbers for the county public health and environmental contacts. Complaints to forward specifically to them include such things as a sick building, mold, complaints about dead birds or other animals, neighbors who dump antifreeze, water that can be lighted, or other complaints. If there is an emergency, call the county health dept also because they can get there more quickly.

Copy the county Environmental Health staff listed in Tab 12 on all reports.

3. Mark Salley and Jan Stapleman – copy on all potential media issues (Kent Kuster for COGCC)

4. Water Quality Control Division - If any waterways or storm drains are involved (Take all WQ reports)

- Always send to Michelle Thiebaud, 970-248-7150, and David Kurz, x3552.
- Send to the Water Quality Spill Duty Staff person for the day (8 am -5 pm). See monthly list (#2).
- Find the WQ County List (#1). Send to that county's Admin Asst., Field Service Contact, and Supervisor.
- Send to and/or call **Colorado Parks and Wildlife (CPW)** for anything with immediate impact to aquatic life. See their info below in #12 and Tab 23. Mindy May is at 303-291-7124, Melynda.May@state.co.us.
- For *drinking water* issues, copy Tyson Ingels, x3002, tyson.ingels@state.co.us, cell phone: 303-916-0240, & call him. Next try David Dani, x3605, cell phone: 303-518-8001.
- For involvement of *storm drains or construction sites*, also copy Nathan Moore, x3555. Get the size of the construction site and the permit number, if possible. List the permit # in the field labeled Material 3 under materials spilled.
- For involvement of storm drains or waterways with pesticides, include John Nieland, x3553, John.Nieland@state.co.us. Also copy Dept. of Ag as mentioned in #14 below.
- For any report regarding spreading of biosolids, also copy Tim Larson, x4091.

5. Hazardous Materials and Waste Management Division

This includes hazardous metals, solid waste, antifreeze mixed with metals, biohazardous or biomedical waste, diesel fuel, gasoline, illegal dumping sites, and disposal of asbestos (even building debris) and radioactive materials. Indoor asbestos and indoor lead go to Air Pollution.

- Send a copy to Robert Beierle, x3368; Jerry Henderson, x3455; Kathryn Stewart, x3307; David Foster, x3372, and if the info is likely to hit the media, to HMWMD Communications, Warren Smith, x3373, and Jeannine Natterman, x3303, as well to as Mark Salley.
- Find the person listed on the Solid Waste Map for the involved county and send to them.
- For questions regarding hazardous materials, first take the information to make a report if there is one, then send people to the Hazardous Materials Customer Service Line, 303-692-3320. Tell them that they may need to leave a message and be called back.
- For involvement of Eagle Mine, copy Wendy at Wendy.Naugle@state.co.us, phone 303-692-3394.
- For PCB's, also send to Francis Tran at Tran.Francis@epa.gov, phone 303-312-6036.
- For involvement of Fort Carson, copy David at EPA at gwisdalla.david@epa.gov, 303-312-6193.
- For radiation or radioactive materials, including transport of radioactive wastes, send to Steve Tarlton, Radiation Unit Leader, x3423, Jennifer Opila, x3403, and James Jarvis, x3454 (**If the release is ongoing, tell them to call the 24-hour radiation duty officer cell phone at 303-877-9757**)

6. Colorado Oil & Public Safety

If gas stations, underground or above ground storage tanks are involved (copy HMWMD also)

Erik Gessert (supervisor), erik.gessert@state.co.us, phone 303-318-8520, Tim Kelley, tim.kelley@state.co.us, phone 303-318-8544; and Michelle Howard, michelle.howard@state.co.us, phone: 303-318-8507. For reference, their technical assistance line is 303-318-8547. Also refer to #25 below.

7. Air Pollution Control Division

This includes gases or materials released to the air that may harm people or animals, including indoor asbestos or building demolition (Laura Shumpert, x3102) and illegal burning. HazMat covers disposal of asbestos. APCD has contracts with people in outlying counties for investigation of complaints.

- Send to Shannon McMillan (x3259), [Arch Crouse](mailto:Arch.Crouse@state.co.us) (x3156), [Paul Carr](mailto:Paul.Carr@state.co.us) (3250), [Mark McMillan](mailto:Mark.McMillan@state.co.us) (x3140), and [Jennifer Mattox](mailto:Jennifer.Mattox@state.co.us) (x3144).
- For Indoor Air issues, call duty person at **303-692-3100**. Also copy emails for these issues, as appropriate to: cdphe.iaq@state.co.us; cdphe.asbestos@state.co.us; or cdphe.lead@state.co.us.
- For all reports involving Suncor Energy, copy APCD and Kelly.Morgan@state.co.us.

8. Suspicious Powder Incidents

When the call comes in on the Emergency Line, **immediately contact** [Lyle Moore](mailto:Lyle.Moore@state.co.us) at 303-957-8836, and [Greg Stasinos](mailto:Greg.Stasinos@state.co.us) at 303-598-9033. If there is no answer, call the spill line emergency duty officer at 303-594-5219. Other places to contact include: (1) The local health department and HazMat office (see Tab 12). They will be closer than we are and can help contain the exposure. (2) The local Fire department is often the HazMat contact. (3) CDPHE Disease Control at 303-692-2700, or 303-370-9395. Refer to the Flow Sheet at Tab 21.

9. Colorado Department of Transportation (CDOT)

Copy if Colorado or Interstate or state highways or roads are involved (not county roads). Send fuel spills involving state/ interstate roads *only* to CDOT, not to HMWMD, unless they are huge. Copy WQCD if spilled to water. Send to [Andy Flurkey](mailto:Andy.Flurkey@state.co.us) at andy.flurkey@state.co.us, phone 303-512-5520; to [Tripp Minges](mailto:Tripp.Minges@state.co.us) (water specialist) at tripp.minges@state.co.us, phone 303-797-9788, [Brian Reiser](mailto:Brian.Reiser@state.co.us) at brian.reiser@state.co.us, phone 303-757-9976, and Rozellynn Hall (illicit discharge unit) at rozellynn.hall@state.co.us, phone 303-512-4053.

10. Colorado State Patrol (CSP)

For spills involving any road (i.e., federal, state, county or public road –not private) in Colorado, notify Tim.maestas@state.co.us, luke.armstrong@state.co.us, and Jeffrey.lytle@state.co.us

11. Division of Environmental Health and Sustainability, see county list and instructions, Tab 20.

- Monitors food, milk, drugs and medical devices;
- Regulates food preparation environments such as restaurants, food manufacturers, and processing plants
- Day care centers; correctional facilities and schools;
- Regulates, reviews and investigates foods; consumer products and household substances;
- Helps control insects, rodents and other vectors of animal borne diseases;
- Institutes corrective actions for recognized public hazards in the marketplace;
- Condemns loads of spoiled food
- Assists consumers with complaints.

Send all to [Sean Scott](mailto:Sean.Scott@state.co.us), Section Manager, x3422, sean.scott@state.co.us

Also send to the appropriate person for these areas

- Susan Parachini, x3646 (wholesale food manufacturing, warehouses)
- Therese Pilonetti, x3642, (retail food, schools, childcare, etc.)
- Paul Klug, x3633, (milk and dairy)
- Retail food, specifically restaurants and grocery stores; see Tab. 20 for contacts by county
- Food truck wrecks; see Tab 20 for contacts by county
- Admin staff, x3645

Environmental Agriculture Program (Animal Feeding Operations)

- Chad DeVolin, x3520, at chad.devolin@state.co.us

12. **Colorado Oil & Gas Conservation Commission (COGCC) (also copy HMWMD)**
See map at front of book. Send to the person listed for the involved county. (name@state.co.us)(like ours) and their supervisor (Alex Fischer or John Axelson). For the location of oil or gas wells, you MUST get the legal description in the format of "Quarterquarter, Section, Township, Range." All parts of this must be present. (Example: NENW, Section 7, Township 67 N, Range 93W) Have them call you back with this if necessary. Copy Kent Kuster.
13. **Colorado Parks and Wildlife (CPW)**
 - Specifically for a fish kill, and for other aquatic life issues.For any releases to waterways that could impact aquatic life, reference the list under Tab 23, and send to appropriate people for the county. Daytime duty officers also have the E-mail Distribution List.
14. **Public Utilities Commission (PUC)**
For interstate pipeline safety, such as natural gas, gasoline and some crude oil pipelines
 - Send to Steve Pott at Steve.pott@dora.state.co.us, phone 303-894-2851.
15. **Dept. of Agriculture**
This is the primary agency with jurisdiction for issues involving "-icides" such as herbicides, pesticides, and insecticides. Contacts are Matthew Lopez, phone 303-239-4151, Matthew.Lopez@state.co.us; Michael Rigirosso 303-239-4141, Michael.Rigirosso@stateco.us, and Steve Blunt, phone 303-239-4178, Steve.Blunt@state.co.us
16. **Colorado State Patrol Hazmat**
They are the contact for questions about transporting items on state roads, 303-273-1900. For questions about transporting items on county roads, you could give them the county environmental health contact. You may also need this number if you have heard about an accident, but it has not yet been reported. You can be connected with the officer who responded to that accident (if on duty).
17. **Medical Marijuana**
Calls for issues related to medical marijuana may be referred to the CO HELP Line, 1-877-462-2911. Direct calls for Medical Marijuana to 303-692-2184, (menu), or medical.marijuana@state.co.us.
18. **DRMS (Division of Reclamation, Mining, and Safety)**
For spills or permit exceedences involving mines, ask what kind of a mine is involved (or what kind of mine it used to be). If possible, get the permit number. WQCD (if applicable) and HMWMD will need to be included in the distribution. Also send copies to the Division of Reclamation, Mining and Safety, phone 303-866-3567. Send to Tony Waldron, State Minerals Supervisor, x8150; Tom Kaldenbach, metro and east area, x8128; and Russ Means, west area, x8185. All of their emails are the name as listed here (@state.co.us). They will distribute to the staff for the area involved.
19. **DCEED, x2700**
Send calls about dead squirrels, skunks, bats, or other animals to Janelle Bezdek x2778 and bug calls to Leah Colton at x2666. Calls from veterinarians go to Dr. Jennifer House, DVM at x2628. Other disease-related calls should be sent to DCEED at x2700.
20. **Toxicology in DCEED**
DCEED has a Toxicology Program. Copy Mike Van Dyke (x6375), and call x2700 to find out the on call person for toxicology for the day to copy. The team includes Raj Goyal, Tom Simmons, and Stephanie Kuhn..
21. **Complaints regarding Health Facilities**
For complaints received during the day regarding health care facilities, including assisted living, nursing homes, home health, and hospitals, e-mail Melanie Roth-Lawson, (x2819), Melanie.roth-lawson@state.co.us. The contacts in Tab #2, Health Facilities may be used by us if Melanie is not available, and may be given out by After Hours Duty Officers. Other calls for the HFEMS division should be given the main number at 303-692-2800.

22. **CO HELP Line, 1-877-462-2911** Send calls related to flu, pneumonia, small pox, West Nile virus or medical marijuana.
23. **Smelling Natural Gas in a Home**
If someone smells natural gas, they need to leave the building immediately, and should not touch any electric or electronic device. After they are outside and away from the building, they should call either the local fire department (or 911), or their public service company. (Xcel Energy is 1-800-895-4999)
24. **Requests for Demolition Permits**
For any demolition (the taking out of load-bearing structural members), APCD must have the structure inspected by a certified asbestos building inspector for the presence of asbestos prior to demolition. A demolition permit must be applied for and received from APCD prior to the structure being demolished. See #7 above for contacts, or refer to Tab 2 for this issue.
25. **Colorado OPS**
The Colorado Division of Oil and Public Safety has several other areas of oversight besides those listed in #6 above, where their contact information is listed.
1. Operation of mechanical rides (such as carousels) operated by carnivals or amusement parks.
 2. Enforce standards governing the installation, operation and closure of boilers and some pressure vessels.
 3. Regulates all elevators, escalators, stairway chairlifts, automated people movers, and other conveyances.
 4. Regulates individuals and businesses that use, manufacture, possess, sell, store, transport, and dispose of explosives or blasting agents.
26. **US Army Corps of Engineers**
They handle issues involving wetlands. You can look them up on the Internet to find the current staff and office listings for the area involved.
27. **Flood Plains**
FEMA may be interested in issues involving flood plains. Use current OEPR contact for FEMA.
28. **Reporting Card Info for Colorado**
The basic guidelines for spills that people are required to report to us are:
- a) Greater than 25 gallons of a petroleum product
 - b) Any releases to waterways (i.e., storm sewer, creeks, river, lakes) or dry waterways such as arroyos.
 - c) All mercury spills
 - d) All sanitary sewer releases (unless spilled to impervious surfaces and cleaned up within 24 hours)
 - e) Any releases that result in injury and/or death
 - f) Any deliberate releases such as dumping or burying of substances or items
29. **Reportable Quantities**
Under CERCLA, reportable quantities of materials released to the environment have been established. If the amount of a spilled substance is below the reportable quantity for that substance, it is not necessary to take a report. (The exception being that we take a report for ALL calls of spills to water.) To determine what the reportable quantity (RQ) for a specific substance is, you can go to the Reportable Quantity Calculator at the Office of Health, Safety and Security at homer.ornl.gov/rq. You can enter the name of the substance, and it will bring up the reportable quantity for that substance. If no reportable quantity is listed, you may have to search the Internet for a different name for the substance. If the caller has a MSDS, it will be helpful to have them scan it and send it in to be included with the report.
30. **Determining the County of the Release**
If you know the city of the release, but not the county, you can easily look up the county at the National Association of Counties website: <http://www.naco.org/Pages/default.aspx>. If you don't know the city, you may have to enter the address of the release into the United States Postal Service website, usps.com. You MUST put the county of the release on the report.